

MEETING MINUTES

June 19, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m. June 19, 2008 at the Serbian Culture Center in Weirton, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Pete Cuffaro; Jan Smith; Lou Ann Summers for Brenda Bates

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Ashley Hackney

Guests present: Burl Anderson, Executive Director, Hancock County Sheltered Workshop
Bill Miller, Board President, Hancock County Sheltered Workshop

MOTION #1

Ms. Smith moved to approve the minutes as presented. Mr. Cuffaro seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported WVARF was the winning bidder to serve as the Central Non-profit Agency for the State Use Program. She said she had met with WVARF staff on Monday in order to get everyone on the same page with the new way of doing business. She said she would be meeting with the CNA Committee in July. A joint meeting of the two committees was suggested. Ms. Hall is to arrange a joint meeting of the two.

EXECUTIVE SECRETARY REPORT:

\$3,361.33 - Annual Allocation
1,08.42 - Total Expenses
\$2,322.91 - Balance Remaining FY'08

Ms. Hall reminded members they need to get their expense reports into Ron Price, Executive Secretary, as soon as possible since this is the end of the state fiscal year.

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported they had received notice that they were awarded the CNA contract effective June 1 with the option of five renewals. He said they are working on finalizing the janitorial contracts. Mr. McEndree said the WVARF attorney is working on an agreement between WVARF and the CNA Committee which is the responsible party for the State Use Program.

He said he had not heard anything new on the interim study proposed by Delegate Morgan of WVARF. He said he had sent newsletters to all legislators with information that should refute the initial claim that under the State Use contract the state is paying more for laundry services.

Mr. McEndree reported he is in the process of setting up a meeting with Terridon to schedule training for the software they developed for WVARF. This had been put on hold until a determination of the CNA was made.

He reported that Prestera Center had given 60-day notice on delivery of water unless the following conditions were met: an increase in price for 5 gallon bottle of water from \$5.59 to \$6.64; an increase in price of 20 oz. bottles to \$10.50 per case; and for WVARF to decrease their fee to 2%. They did not provide any documentation to back up this request. In the meantime, Mr. McEndree said he had talked with the Nicholas County Sheltered Workshop to see if they were interested in doing these deliveries since they are already delivering water to certain areas of the state. Nicholas County is interested but is looking to see if it is feasible for them to do so. Ms. Smith suggested contacting Job Squad about the delivery since they have lost some of their private pre-sort business. They also have trucks and storage space. There was a lot of discussion of what options there were. Ms. Summers asked why does the Committee not hold Green Acres to the same standards as we hold other vendors? One reason was because, the Committee believed Green Acres owned the property as thus the well that is on it. Ms. Summers said her understanding is they lease the property from DHHR. There was a lot of discussion around this issue.

Green Acres requested the following increases in bottled water:

20 oz bottles case from \$9.66 to \$10.55, a 9.2% increase

5 gallon bottled water from \$5.59 to \$6.64, an 18.7% increase

7 cents per bottled delivered fuel surcharge to be evaluated quarterly

There was not any comparison to the private market provided to the Committee as is required by rules.

MOTION #2

Mr. Cuffaro moved to table discussion of this issue until a price survey is done with other private water companies who deliver. Ms. Smith seconded. Motion passed.

CONTRACT PRESENTATIONS:

Ms. Hackney presented a proposal from JCDC to add medical transcription to the statewide contract. Their cost would be \$0.123 per line. JCDC did present prices from other vendors of this service. One vendor is in Ohio who charges \$0.1090 per line; two vendors in West Virginia, one charges \$0.1230 per line and the other charges \$0.1350 per line. To the best of JCDC's and WVARF's knowledge neither of the West Virginia companies are doing business with state government agencies.

MOTION #3

Ms. Smith moved to place medical transcription on the statewide contract. Mr. Cuffaro seconded. Motion passed.

MOTION #4

Mr. Cuffaro moved to accept the price of \$0.123 per line to provide medical transcription services. Ms. Smith seconded. Motion passed.

A request for changes to the wiping cloths contract was tabled until the July meeting where all items on the statewide contract will be up for discussion.

Ms. Hall said the intention was to extend WVARF 04 until the end of July. In July, the Committee is going to be looking at all contracts to renew. Going to divide WVARF 04 into two contracts – one for commodities and one for services. This will make things simpler for buyers and for WVARF. There was a question about whether the new contracts could go into effect on July 25 because of the federal minimum wage increase. Ms. Hall suggested a meeting take place between Purchasing, WVARF staff and herself so everyone is on the same page prior to the July meeting.

CONTRACT COMPLAINTS:

There is nothing new to report on the DEP Building in Kanawha City. Mr. Turner reported there had been three complaints since the last meeting. One was from DMV in Teays Valley; a janitor had not shown up for work. It turns out that the employee quit but did not let anyone know. The situation has been resolved. The second complaint was at BEP in Teays Valley saying the janitorial crew was not performing the assigned tasks. They were also observed standing around idle for long periods talking to state employees. This issue has been resolved as well. The third complaint was from Surplus Property in Dunbar regarding grounds maintenance. Mr. Turner said he had observed the CRP had missed several spots while mowing with no trimming in designated areas. Within the week the situation had been taken care of.

OLD BUSINESS:

CQI

Mr. Turner reported he had met with Mike Siebet and they are putting information together. The Committee should have something to look at in July. Mr. McEndree said they are also looking at the RFP to make sure they are doing what they are supposed to do.

Mr. McEndree reported the desk reviews are going to be done soon.

FINANCIAL REPORT:

Mr. C. Miller reported the over 60 day's accounts receivables were \$140,171 or 11.48% of total receivables. Since the report was run the accounts receivables over 60 days was \$26,000. He said he had a letter to go to the Department of Labor; they are not usually a problem.

Mr. C. Miller presented a budget for FY 2009. He said he is projecting sales of \$12.16 million dollars for the year. Ms. Hall said that for this year the budget is going to be a "living document" because business is being done in a different way. One example is staff time what is association time and what is state use time? Also, who pays for what, etc.

MOTION #5

Ms. Smith moved to approve the FY 2009 budget with the understanding it is a living document. Mr. Cuffaro seconded. Motion passed.

NEW BUSINESS:

FY 2009 Action Plan

Ms. Hall reported she looked at the RFP and pulled out what she thought were action items. She said she thought this could be an action plan for the coming year. For each of the items she identified WVARF staff would go back and put in the detail and time deadlines. The Committee will review a more detailed plan in July. She said Ms. Lovely, Director of DRS, has asked the Committee to provide oversight on the RFP and provide her with reports.

PUBLIC COMMENT:

Mr. Anderson and Mr. B. Miller addressed the Committee on issues regarding the laundry contract.

MOTION #6

Ms. Summers moved to adjourn.